

**Arizona Department of Real Estate
Education Advisory Committee
2910 N. 44th Street, 3rd Floor Conference Room**

**Agenda
February 1, 2011
11:00 a.m. to Noon**

- I. Call to Order
- II. December 14, 2010- Meeting Minutes -
Review/Approval
- III. New Instructor Application – ED-101 –
Commissioner Lowe/Carla Randolph
- IV. Call to Public
- V. Adjournment

**TEAM
“Together Everyone Achieves More”**

II

**ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)
EDUCATION ADVISORY COMMITTEE
MINUTES**

December 14, 2010

The Education Advisory Committee (EAC) met on Tuesday, December 14, 2010 at the Arizona Department of Real Estate (ADRE), 2910 N. 44th Street, First Floor Conference Room, Phoenix, Arizona.

I. CALL TO ORDER

Commissioner Lowe called the meeting to order at 10:00 a.m.

Members present: John Crosby, Holly Eslinger, Lin Ferrara, Tom Heath, Jon Kichen, John Lotardo, and Jim Marian.

Attending via phone: Jim Hogan

Unable to Attend: Bob Bass

ADRE representative present: Commissioner Judy Lowe, Assistant Commissioner-Operations Mary Utley, Education Manager Carla Randolph, Education Administrative Assistant II Jeremy Sotomayor, Legislative Liaison Gretchen Conger.

Public: Pat Holt, Karen Bohler

II. MINUTES

Upon a motion by Jim Hogan; seconded by Lin Ferrara, the minutes of September 14, 2010 meeting were unanimously approved.

III. Update on New Pre-licensure Testing Vendor

Commissioner Lowe provided an over view on the selection of the pre-licensure testing vendor and the process of vetting the examination questions. She reported that in January 2011, based on the curriculum outlines and changes, ADRE would begin testing according to the new outlines. The question bank will be modified to adjust. She also provided overall exam statistics on the pass/fail for the past month. Discussion occurred, that if this was similar to what was occurring with the past vendor.

Discussion occurred on the Subject Matter Experts (SME) and what they had brought to the table. The SMEs bring forth what they see in the "trenches" and apply that knowledge to the question development. Jim Hogan requested that Commissioner Lowe be more specific on the feedback from the SMEs as to what the new hires are deficient in. Commissioner Lowe responded that as an example it is Property Management. He requested that feedback be provided to the educators. Manager Randolph reported that the SME feedback was reported verbally to the Commissioner. She suggested surveying all Designated Brokers which would be a venue to obtain accurate information as to what those deficiencies might be.

Manager Randolph reported that the SMEs had meetings over the past few months and reviewed more examination questions. Discussion occurred regarding the questions uniqueness and the new instructor outlines (both old and new) which are posted on the ADRE website. In January, only the new outlines will be posted.

Commissioner Lowe reported on Industry Day with Pearson VUE which is scheduled for February 1, 2011 from 9 am to 11 am at the ADRE and, is open to all pre licensure schools and educators. The Pearson VUE Handbook is online and the print form will be available in early January 2011.

Discussion ensued regarding the usage of the Candidate Handbook. Schools receive the printed version directly from Pearson VUE. Department forms are currently being modified; three have already been modified. They are the Disciplinary Actions Disclosure Form (formerly Licensure Questionnaire); if there are any "yes" answers, applicant must also complete the Disciplinary Actions Disclosure Checklist and provide the necessary documentation. At this time, the ADRE does not require a Fingerprint Clearance Card (FCC) at renewal unless there is a criminal conviction disclosure. If there is a disclosure, the FCC must be provided within 60 days. She reported that the ADRE will be reviewing additional forms as to possible modifications.

IV. New Course Application

Manager Randolph provided the members with the new Course Application. (See attached) She reported that the most significant change has to do with Distance Learning; guidelines; and, provided an overview. Discussion occurred regarding Substantive Policy Statement **No.2010.02** Short Title: **Distance Learning Guidelines** and the course time requirements. She reported on Handout 4C: Instructions, Courses be State specific and some items were combined with Live-Classroom and Distance Learning. More discussion occurred on the state specific items; audio-visual courses; suggestions were provided and it was requested that review occur on how "Distance Learning" is being defined. Further discussion occurred and Jim Hogan requested that he be included in future meetings regarding this matter.

Manager Randolph gave additional information on the Addendums; itemizing the various sections; and the Substantive Policy Statement. There have been two applications with these new changes thus far. Manager Randolph stated that the Department will be verifying distance learning courses through audit to ensure compliance of the 50 minute rule.

Commissioner Lowe stated that the Education Division and the IT Division are working very closely as a result of these changes.

V. Real Estate School Audit Declaration

The recommendation as to the Real Estate School Audit Declaration was provided by the Continuing Education (CE) Subcommittee. Manager Randolph reviewed the Real Estate School Audit Declaration with the committee; it is due between December 15, 2010 and January 31, 2011. Commissioner Lowe reported that she had received very positive feedback. She responded as to when "substantial" is used and definition of substantial. Examples were provided as to what constitutes substantial. Each situation will be reviewed individually. As to the schools, the Administrators will enforce compliance in reference to the changes.

VI. Volunteer Monitor Program

Commissioner Lowe reported that the Department has not hired a Volunteer Monitor. Ten courses have been assigned for the month of December to be monitored. Currently the ADRE has a volunteer assisting the ADRE with the Volunteer Monitor Program.

John Crosby requested that an overview be provided as to the ten courses being monitored, upon completion.

VII. Education Division Monthly Report

Manager Randolph provided an overview on the report. (See attached report)

Commissioner Lowe reported that there have been issues regarding the volume of phone calls coming into the ADRE. She recommended that usage of the Department's website be promoted.

VIII. School Administrator's Handbook (Draft) Presentation

Commissioner Lowe reported that the School Administrator's Handbook (draft) had been distributed to the members prior to the EAC meeting. Karen Bohler previously chaired a committee with ADRE that addressed the School Administrator Handbook.

Ms. Bohler discussed the background on how the School Administrator Handbook (2005/2006) came to be; and, how Frequently Asked Questions (FAQ) were placed on the Department website. At the time, the ADRE decided that the FAQs would be sufficient to facilitate compliance. The committee decided instead to create a comprehensive document; which school administrators would sign receipt, and notarized statement that he/she has read and understood the document. The School Administrator Handbook was reviewed by the EAC in 2008. In November 2008, it was decided that an online version of the Handbook book be created. The Handbook was shelved in November 2008.

Ms Bohler stated that the EAC had created an Education Rules Packet and adopted it in September 2007; and, the packet was set to go to Governor's Regulatory Review Council. The Handbook was developed as a result of Rules packet. Due to a variety of factors, nothing else happened. Ms. Bohler stated that a viable alternative to the Handbook would be an online menu driven index as to Department's laws, rules and policies. Links would be developed to the regulations (rules, statutes, policies or advisories) that pertain to each subject. It would be a series of pages that would reference the statutes. .

Advantages of the menu driven index are that it "chunks" information (not as overwhelming); consequently better opportunity for schools to use it; also, handy tool to train Department employees. She discussed challenges when using FAQs.

Other considerations/limitations were: menu-driven index would include only exiting regulatory requirements; a new idea could not be included in this index unless there is existing substantive policy, form, rule or statutes to support it, which could require the EAC would become policy drafters; rule drafters. Role of the EAC becomes more definitive; there would be an exchange of ideas; ideas are memorialized and are presented to ADRE. Revisions are reviewed and discussion would occur at the EAC meeting; upon approval of the new policy, it would be added to the menu.

Commissioner Lowe requested that EAC members review the Handbook and the menu-driven idea. She stressed that the Handbook is very important and ADRE would want to receive

feedback from the EAC. She wanted to know alternatives that could happen "right now", and what can be done to educate. Discussion ensued regarding possible challenges, opportunities, etc., on this matter. Positive feedback was received regarding the menu-driven process.

Feedback: A modified Handbook is a good idea; could be online version only; incorporate ideas; update the links; revisions (done annually). EAC members suggested that a small group work on the handbook and the menu-driven process.

IX. Upcoming-Commissioner Lowe

Commissioner Lowe provided an overview on considerations referencing Instructor qualifications and the expanded criteria. The revised application will follow the statutory authority and existing rule.

The balance of the agenda was tabled due to lack of a quorum until the next EAC meeting.

XIV. Adjournment

Meeting was adjourned at 12:25 p.m.

DATED THIS ____ DAY OF FEBRUARY, 2011
EDUCATION ADVISORY COMMITTEE

BY: _____
Chair



Arizona Department of Real Estate (ADRE)
Education Division
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JANICE K. BREWER
GOVERNOR

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**REAL ESTATE INSTRUCTOR APPROVAL/RENEWAL/CHANGE
APPLICATION (ED-101)**

A real estate instructor ("Applicant" or "Instructor"), applying for original approval, renewal or for additional category/subject area approval as an Arizona Department of Real Estate (ADRE) approved instructor must submit completed ED-101, with any supporting documentation to substantiate qualifications for approval, along with the Disciplinary Actions Disclosure (LI-214/244 form) and Proof of Legal Residence for original or renewal. (Forms available at www.azre.gov) An authorized administrator and/or owner of the sponsoring real estate school for the applicant MUST sign the completed ED-101. The School must receive approval from the ADRE before an Instructor may teach a real estate course for pre-licensure or continuing education credit.

A current ADRE instructor may teach for a subsequent school, when ADRE approved for the category (ies) to be taught. Subsequent school must complete and submit Expedited Instructor Approval form (ED-103) for ADRE approval.

APPLICATION TYPE: ☐ ORIGINAL APPLICATION ☐ RENEWAL ☐ CHANGE TYPE:
☐ Add Category/Subject Area
☐ Remove Category/Subject Area
☐ Initial Qualifications (Section I)

INSTRUCTOR INFORMATION

Legal Name of Applicant:		Date:
Residence Address:		City, State, Zip:
Mailing Address:		City, State Zip:
Telephone:	Facsimile:	Email:
Real Estate License No.: (If applies)		Date of Birth:

SPONSORING SCHOOL INFORMATION

School's Legal or DBA Name:	
ADRE Approval Number:	Approval Exp. Date:

SECTION I - REAL ESTATE COURSE INSTRUCTOR QUALIFIER

Note: SECTION I is not required for currently approved instructors unless filing a change to qualifications as initially stated pursuant to A.A.C. R4-28-404(H)(1).

BASIS for applicant's qualifications as an ADRE approved real estate instructor shall include at least ONE of the following (A.A.C. R4-28-404 C):

- ☐ 1. Bachelor's or advanced degree in an area traditionally associated with real estate, such as business, law, accounting, economics, marketing, or finance, specifically a:

Degree in _____ From _____ In _____

Type of Degree _____ Name of University _____ Year _____

OR

- ☐ 2. (A) Award of a generally-recognized professional real estate designation AND, (B) have two (2) years of postsecondary education from an accredited institution.

(A) ☐ Designation

Check ALL that apply:

Certified Commercial Investment Member (CCIM)..... ☐

Graduate of Realtor Institute (GRI)..... ☐

Certified Residential Specialist (CRS)..... ☐

Independent Fee Appraiser ☐

Member of the Appraisal Institute ☐

Other _____ ☐

Designation

Conferring organization

Date

In good standing

AND

(B) ☐ Two (2) Years Postsecondary Education ☐ Yes ☐ No

Postsecondary Institution: _____ City: _____ State: _____

Dates of attendance: _____ Certificate No.: _____

(Required)

OR

- ☐ 3. (A) Experience in real estate AND, (B) a bachelor's (or higher) degree in education WITH (C) a valid teaching certificate issued within the preceding 15 years.

(A) ☐ Detailed resume substantiates real estate experience?..... ☐ Yes ☐ No

(B) ☐ Degree earned in education

Degree in _____ from _____ in _____

Subject

Name of University

Year

(C) ☐ Valid Teaching Certificate from: _____ State: _____ Cert. No.: _____

Type/Level of Teaching Certificate: _____ Date awarded: _____

OR

<input type="checkbox"/> 4.	(A) Current Real Estate Salesperson's license or Real Estate Broker's license AND , (B) Employee or former employee of a regulatory agency.
(A) <input type="checkbox"/> Salesperson OR <input type="checkbox"/> Broker State(s) : _____ AND Lic. No(s) : _____ AND (B) <input type="checkbox"/> Employee or former employee of a regulatory agency. Name of Regulatory Agency where you are/were employed: _____ City/State: _____ Position(s) Held: _____ Starting/Ending Dates: _____ OR	
<input type="checkbox"/> 5.	(A) Distinguished Real Estate Instructor designation (DREI) by the Real Estate Educators Association AND , (B) credentials in the specific subject category and topic.
(A) <input type="checkbox"/> Date DREI awarded: _____ In good standing? <input type="checkbox"/> Yes <input type="checkbox"/> No Subject Category and Topic: _____ AND (B) <input type="checkbox"/> Detailed resume attached or transcript to demonstrate the credentials in the subject category? <input type="checkbox"/> Yes <input type="checkbox"/> No OR	
<input type="checkbox"/> 6.	At least three (3) years real estate experience OR specific subject category and topic experience.
<input type="checkbox"/> Detailed resume attached supports real estate experience or specific subject category experience per requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No OR	
<input type="checkbox"/> 7.	Other education OR experience determined by the Commissioner to qualify as an instructor. Attach specific written justification and supporting documentation for consideration.
<input type="checkbox"/> Specific written justification and supporting documentation attached for consideration? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II - CATEGORY AND/OR SUBJECT AREA QUALIFIERS

In addition, applicants must have education, training and/or experience, demonstrating competence in the category and/or subject area(s) for which applying, including in-depth knowledge of the specific category and subject area, and shall qualify by meeting at least the following requirements. Indicate the category (ies) in which the qualification criteria has been met, and the subject areas for which a competent experience level can be confirmed and/or prior teaching experience can be substantiated. Attached resume must substantiate both experience and expertise.

Important: For Instructor renewal in currently approved categories and/or subject areas, only complete Part (B) OR (C) as applicable in SECTION II below, as it pertains to the category and/or subject area you wish to renew.

PRE-LICENSE EDUCATION SUBJECT AREA

☐ PRE-LICENSE BROKER COURSE OR ☐ PRE-LICENSE SALESPERSON COURSE

(A) ☐ Active Arizona Brokers License, in good standing.

Arizona License No.: _____

OR

(A) ☐ Attachment - An ADRE Approved Real Estate Instructor not holding an active Arizona real estate broker's license must attach additional documentation and justification sufficient to demonstrate a very strong real estate background, including actual real estate experience, to be considered for approval to teach any Pre-license Education course

AND

(B) ☐ Attendance at 24 hours of ADRE approved continuing education courses pursuant to A.A.C. R4-28-402(A)(3) within 48 months prior to application/renewal.

ADRE Course No.: _____ Category: _____ Completion Date: _____

ADRE Course No.: _____ Category: _____ Completion Date: _____

ADRE Course No.: _____ Category: _____ Completion Date: _____

ADRE Course No.: _____ Category: _____ Completion Date: _____

ADRE Course No.: _____ Category: _____ Completion Date: _____

ADRE Course No.: _____ Category: _____ Completion Date: _____

ADRE Course No.: _____ Category: _____ Completion Date: _____

ADRE Broker Mgmt. Clinic Course No.: _____ Category: _____ Completion Date: _____

CONTINUING EDUCATION CATEGORIES - A.A.C. R4-28-402. (5)(a-h)

☐ AGENCY LAW

(A) Subject area of expertise includes:

(Check all that apply)

☐ Agency Relationships ☐ Agency Disclosure AND

☐ Additional or advanced training on Agency topics within two years preceding application or have two years of work experience that led to having expanded knowledge regarding Agency.

☐ Explain Advanced Agency Training/Work Experience relating to Agency: _____ Date: _____

AND

(B) ☐ Attendance at a minimum of a three hour in classroom ADRE approved professional Instructor Development Workshop (IDW) on AGENCY LAW within the 24 months prior to application/renewal.
ADRE IDW Course No.: _____ Completion Date: _____

OR

(C) ☐ Attendance at two separate three-hour ADRE approved courses in AGENCY LAW within the 48 months prior to application/renewal.

ADRE Course No.: _____ Completion Date: _____
ADRE Course No.: _____ Completion Date: _____

☐ **CONTRACT LAW**

(A) Subject Area experience/expertise includes the contract formation and implementation, or the results of contract use.

(Check all that apply)

Yes ☐ No ☐ Various contract forms and clauses, fundamentals, updates, options, offers, counter offers, first right of refusal, and exchanges

Yes ☐ No ☐ Contract writing

Yes ☐ No ☐ Required disclosures, problem-solving, and law and rule requirements

Yes ☐ No ☐ Recent court decisions and case law studies

Yes ☐ No ☐ Breach of contract issues

Yes ☐ No ☐ Legal, ethical and agency considerations, procedures, and disclosures

Yes ☐ No ☐ Accommodating current financing procedures, requirements, and options

AND

(B) ☐ Attendance at a minimum of a three-hour in classroom ADRE approved professional Instructor Development Workshop (IDW) on **CONTRACT LAW** within **24** months prior to application/renewal.

ADRE IDW Course No.: _____ Completion Date: _____

OR

(C) ☐ Attendance at two separate three-hour ADRE approved courses in **CONTRACT LAW** within **48** months prior to application/renewal.

ADRE Course No.: _____ Completion Date: _____

ADRE Course No.: _____ Completion Date: _____

☐ **COMMISSIONER'S STANDARDS**

(A) Subject Area includes experience/expertise as it relates to license laws.

(Check all that apply)

Yes ☐ No ☐ Article 26 of the Arizona Constitution

Yes ☐ No ☐ A.R.S. Title 32, Chapter 20, and A.A.C. Title 4, Chapter 28, which includes trust accounts, recordkeeping, license requirements, exemptions to licensure, commission payments, recovery fund provisions, development requirements, processes for public reports for and sale of subdivided and un-subdivided land, membership campgrounds and time-shares, cemetery regulations, and grounds for disciplinary action and hearings

Yes ☐ No ☐ A.R.S. Title 44, Chapter 10, Article 3.1, Trade Names and Business Practices

AND

(B) ☐ Attendance at a minimum of a three-hour in classroom ADRE approved professional Instructor Development Workshop (IDW) on the **COMMISSIONER'S STANDARDS** within **24** months prior to application/renewal.

ADRE IDW Course No.: _____ Completion Date: _____

OR

(C) ☐ Attendance at two separate three hour ADRE approved courses in **COMMISSIONER'S STANDARDS** within **48** months prior to application/renewal.

ADRE Course No.: _____ Completion Date: _____

ADRE Course No.: _____ Completion Date: _____

☐ **REAL ESTATE LEGAL ISSUES**

(A) Subject Area experience/expertise includes existing real estate law.

(Check all that apply)

- Yes ☐ No ☐ Sources of real estate law (constitutions, statutes, zoning, common), and the legal system
 Yes ☐ No ☐ Land and its elements (air, mineral rights, real and personal property)
 Yes ☐ No ☐ Land, title, and interests in land, homestead, encumbrances, and the Landlord and Tenant Act
 Yes ☐ No ☐ Easements, fixtures, land descriptions, ownership, deeds, and building restrictions
 Yes ☐ No ☐ Escrow procedures, financing documents, and lending laws and regulations, including Regulation Z
 Yes ☐ No ☐ Wills and estates, taxes, bankruptcy law, securities laws, title insurance, and appraisal law
 Yes ☐ No ☐ Case law studies, real estate fraud, disclosure law, interstate and international real estate
 Yes ☐ No ☐ Commission issues and forms of business ownership
 Yes ☐ No ☐ Homeowners Association regulations
 Yes ☐ No ☐ Real Estate Settlement Procedures Act (RESPA)
 Yes ☐ No ☐ Environmental issues

AND

(B) ☐ Attendance at a minimum of a three-hour in classroom ADRE approved professional Instructor Development Workshop (IDW) on REAL ESTATE LEGAL ISSUES within 24 months prior to application/renewal.

ADRE IDW Course No.: _____ Completion Date: _____

OR

(C) ☐ Attendance at two separate three-hour ADRE approved courses in REAL ESTATE LEGAL ISSUES within 48 months prior to application/renewal.

ADRE Course # _____ Completion Date: _____
 ADRE Course # _____ Completion Date: _____

☐ **FAIR HOUSING**

(A) Subject Area includes experience/expertise in equal opportunities in housing

(Check all that apply)

- Yes ☐ No ☐ Americans with Disabilities Act, ADA architectural designs (construction and development) and pertinent court cases
 Yes ☐ No ☐ Arizona and federal fair housing laws, including advertising, marketing, information, and enforcement
 Yes ☐ No ☐ Housing developments
 Yes ☐ No ☐ Deed restrictions
 Yes ☐ No ☐ Affordable housing
 Yes ☐ No ☐ Elder housing
 Yes ☐ No ☐ Zoning, local ordinances, and disclosures
 Yes ☐ No ☐ Commercial and residential concerns
 Yes ☐ No ☐ Administrative procedures and business practices

AND

(B) ☐ Attendance at a minimum of a three-hour in classroom ADRE approved professional Instructor Development Workshop (IDW) on FAIR HOUSING within 24 months prior to application/renewal.

ADRE IDW Course No.: _____ Completion Date: _____

OR

(C) ☐ Attendance at two separate three-hour ADRE approved courses in on FAIR HOUSING within 48 months prior to application/renewal.

ADRE Course No.: _____ Completion Date: _____
 ADRE Course No.: _____ Completion Date: _____

☐ **DISCLOSURE**

(A) Subject Area includes experience/expertise in disclosure.

(Check all that apply)

- Yes ☐ No ☐ Licensee's disclosure obligations to client and others
 Yes ☐ No ☐ Seller's and buyer's disclosure obligations to each other
 Yes ☐ No ☐ Common material facts warranting disclosure, and liability for failure to disclose
 Yes ☐ No ☐ Avoiding inadvertent non-disclosures
 Yes ☐ No ☐ Transaction documents that should be reviewed
 Yes ☐ No ☐ Common "red flags" in a real estate transaction
 Yes ☐ No ☐ Homeowner associations and buyers' obligations to homeowner associations; and
 Yes ☐ No ☐ Advising buyers and sellers of common "red flags."

AND

(B) ☐ Attendance at a minimum of a three-hour in classroom ADRE approved professional Instructor Development Workshop (IDW) on DISCLOSURE within 24 months prior to application/renewal.

ADRE IDW Course No.: _____ Completion Date: _____

OR

(C) ☐ Attendance at two separate three-hour ADRE approved courses in DISCLOSURE within 48 months prior to application/renewal.

ADRE Course No.: _____ Completion Date: _____
 ADRE Course No.: _____ Completion Date: _____

☐ **GENERAL REAL ESTATE**

(A) Subject Area experience/expertise includes real estate practice

(Check all that apply)

- Yes ☐ No ☐ Appraisal methodology
 Yes ☐ No ☐ General finance, use of financial calculators, mathematics, and managing cash flow
 Yes ☐ No ☐ History of development in metropolitan areas; and
 Yes ☐ No ☐ Introduction to property management

AND

(B) ☐ Attendance at a minimum of a three-hour in classroom ADRE approved professional Instructor Development Workshop (IDW) on GENERAL REAL ESTATE or any other approved continuing education category within 24 months prior to application/renewal.

ADRE IDW Course No.: _____ Completion Date: _____

OR

(C) ☐ Attendance at two separate three-hour ADRE approved courses in GENERAL REAL ESTATE or any other approved continuing education category within 48 months prior to application/renewal.

ADRE Course No.: _____ Completion Date: _____
 ADRE Course No.: _____ Completion Date: _____

SECTION III - SPECIAL COURSE CATEGORY QUALIFIER

Following qualification must be met, in addition to qualifying as an ADRE approved instructor per requirements in SECTIONS (I) and (II).

Important: for Instructor renewal in currently approved categories and/or subject areas, only complete Part (B) OR (C) as applicable in SECTION III below as it pertains to the category and/or subject area you wish to renew.

☐ **CONTRACT WRITING – A.R.S. § 32-2124 (L)**

(A) Subject Area experience/expertise must include:

(Check all that apply)

- Yes ☐ No ☐ Participation in drafting contracts to purchase real property
Yes ☐ No ☐ Listing agreements
Yes ☐ No ☐ Lease agreements

AND

(B) ☐ Attendance at a minimum of a three-hour in classroom ADRE approved professional Instructor Development Workshop (IDW) on CONTRACT WRITING within 24 months prior to application/renewal

ADRE IDW Course No.: _____ Completion Date: _____

OR

(C) ☐ Attendance at two separate six-hour in classroom ADRE approved courses in CONTRACT WRITING within 48 months prior to application/renewal.

ADRE Course No.: _____ Completion Date: _____
ADRE Course No.: _____ Completion Date: _____

☐ **BROKER MANAGEMENT CLINIC (BMC) – A.R.S. § 32-2136 (A)**

(A) Subject Area experience/expertise primarily addresses: ☐ Sales Activities ☐ Property Management ☐ Both

(Check all that apply)

- Yes ☐ No ☐ Trust fund accounts
Yes ☐ No ☐ Advertising and promotions
Yes ☐ No ☐ Employment agreements
Yes ☐ No ☐ Contracts
Yes ☐ No ☐ Fiduciary duties
Yes ☐ No ☐ Material disclosures
Yes ☐ No ☐ Department investigations
Yes ☐ No ☐ Risk management
Yes ☐ No ☐ Employee supervision
Yes ☐ No ☐ Broker responsibilities
Yes ☐ No ☐ Related topics such as _____

AND

(A) ☐ Current Arizona licensed Real Estate Broker 3 of the past 5 years. Arizona License No.: _____

AND

(B) ☐ Attendance at a minimum of a three-hour in classroom ADRE approved BMC Instructor Development Workshop (IDW) on BMC within 24 months prior to application/renewal.

ADRE IDW Course No.: _____ Completion Date: _____

OR

(C) ☐ Attendance at a minimum of two three-hour in classroom ADRE approved courses in BMC within the past 48 months prior to application/renewal.

ADRE Course No.: _____ Completion Date: _____
ADRE Course No.: _____ Completion Date: _____

☐ **MULTIPLE LISTING SERVICE COURSE (MLS)**

☐ Current approval to be an instructor from the specific MLS provider.

MLS Provider: _____ MLS Contact Email: _____

☐ **INSTRUCTOR DEVELOPMENT WORKSHOP (IDW)**

Applicant's instructor subject matter experience and expertise must support a strong background in one or more of the categories and/or subject areas as further described above under the continuing education categories in **SECTIONS II and III**.

QUALIFICATION REQUIREMENTS:

☐ (1) Subject Matter Expert, particular to specific course category or subject area with 7 years of experience, and/or licensed professional with responsibilities involving the category and /or subject matter;

OR

☐ (2) Two hundred hours of teaching the selected IDW category and/or subject area under an ADRE approved real estate school within the immediate previous 48 months;

OR

☐ (3) At least 7 years expertise and experience in real estate education dealing with adult learning and real estate course development in the specific course category and/or subject area;

AND (1) OR (2) OR (3) require (4) AND (5) below:

☐ (4) Attendance at a 6 hour IDW course, specific to presentation skills and teaching methods, within the immediate previous 48 months (different from category specific);

AND

☐ (5) No ADRE or other licensed real estate profession disciplinary action.

☐ Applicant's qualifications as a subject matter expert instructor meet all of the above requirements described in numbers (1) **OR** (2) **OR** (3) in addition to (4) **AND** (5) under this special course category qualifier and is specific to the following categories and/or subject areas:

(Check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> AGENCY LAW | <input type="checkbox"/> CONTRACT LAW | <input type="checkbox"/> COMMISSIONER'S STANDARDS |
| <input type="checkbox"/> REAL ESTATE LEGAL ISSUES | <input type="checkbox"/> FAIR HOUSING | <input type="checkbox"/> DISCLOSURE |
| <input type="checkbox"/> GENERAL REAL ESTATE | <input type="checkbox"/> CONTRACT WRITING | <input type="checkbox"/> BROKER MANAGEMENT CLINIC |

☐ Attachment - submit supporting written explanation and documentation, as applicable, to demonstrate qualification as it applies.

SECTION IV - ADDITIONAL REQUIRED DOCUMENTS

Attach additional required documents.

<input type="checkbox"/> PROFESSIONAL EXPERTISE/EXPERIENCE (Note: Not required for renewal applications)
<input type="checkbox"/> Attachment – Resume attached must support qualifying experience and expertise for categories and subject areas.
<input type="checkbox"/> DISCIPLINARY ACTION DISCLOSURE (214/244) (Note: Required for all original and renewal applications)
<input type="checkbox"/> Attachment - Disciplinary Actions Disclosure (LI-214/244 form) must be completed, signed and attached hereto. When answering "yes" on LI-214/244 form, supporting documents listed in the Disclosure Document Checklist (LI-400 form) must be provided. Forms available at www.azre.gov .

INSTRUCTOR/APPLICANT ATTESTATION

By my signature below, I hereby affirm under penalty of perjury under the laws of the State of Arizona that:

1. I have reviewed the statutory and rule requirements for a Real Estate Instructor. A.R.S. Title 32, Chapter 20, and Title 4, Chapter 28, Arizona Administrative Code.
2. I will provide written notice to the Department within 10 days of any change in my application information or qualifications as required under A.A.C. R4-28-404 and R4-28-301.
3. I will abide by the provisions of the Real Estate Law and certify that at the time of the issuance of license I will be 18 years of age or older.
4. I will administer/distribute on behalf of school/administrator (as authorized), real estate credit only to students who have attended and/or completed real estate courses for which approval has been issued to the presenting school by the Department, and only for the credit hours and category of credit approved. Improper certification is grounds for suspension or withdrawal (revocation) of school certification and/or instructor approval and may affect other licenses issued to me or issued to companies that I own or over which I exercise control. A.R.S. 32-2135 and 32-2153.
5. I am aware that the Commissioner may investigate the actions of the School and any school owner, administrator, director and instructor acting in behalf of the School, and may at any reasonable time examine the books and records of the School used in connection with offering courses for real estate credit. I will allow for and accommodate the Department's representative to audit or monitor any real estate course that has been approved or for which approval is pending.
6. The information and statements I have provided in this application and attachments are true and correct to the best of my knowledge and belief. I understand that any misrepresentation or willful omission in this application or in any attachments hereto may result in suspension or withdrawal (revocation) of my approval at any time.
7. I authorize the Department to contact all persons as it deems necessary to confirm any information contained in this application and do further authorize any person contacted to release such information.

Instructor Applicant's Signature:

Date:

SPONSORING SCHOOL OWNER/ADMINISTRATOR ATTESTATION

1. As the School Owner/Administrator I have reviewed the instructor applicant's credential, resume, experience and subject matter expertise qualifications, and to the best of my knowledge and belief, the instructor applicant is qualified to teach the categories and subject areas applied for.
2. I have reviewed the statutory and rule requirements for a Real Estate Instructor. A.R.S. Title 32, Chapter 20, and Title 4, Chapter 28, Arizona Administrative Code.

Owner/Administrator Name
(Print / Signature):

Date:

School Approval Number:

Approval Exp. Date:

This document is available in an alternative format. Contact the ADRE at 602-771-7760